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03-04

BORDENTOWN REGIONAL SCHOOL DISTRICT

BORDENTOWN, NEW JERSEY 08505

LIBRARY
INSTITUTE OF MANAGEMENT
AND LABOR RELATIONS
1989
UTGERS UNIVERSITY

CAFETERIA ORGANIZATION

NEGOTIATED AGREEMENT

1989-90 & 1990-91

* July 1, 1989 - June 30, 1991

ARTICLE III

INDIVIDUAL GRIEVANCE PROCEDURE

Cafeteria personnel shall have the right to appeal through administrative channels the application of policies and administrative decisions affecting his/her employment. With respect to any personal grievances, the individual shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting any appeal.

- A. Cafeteria personnel who have a grievance shall discuss it first with the Cafeteria Manager in an attempt to resolve the matter informally at that level.
- B. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, s/he shall set forth his/her complaint in writing to the Business Administrator. The Business Administrator shall communicate his decision to the employee in writing within three (3) school days of receipt of the written complaint.
- C. The employee may appeal the Business Administrator's decision to the Superintendent. This appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent shall request a report on the grievance from the Business Administrator and the Cafeteria Manager and shall confer with the concerned parties. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing, along with supporting reasons, to the employee and the Business Administrator.
- D. The employee may appeal the Superintendent's decision to the Board of Education. This appeal to the Board of Education must be made in writing and must set forth the grounds upon which the grievance is based. The Board of Education shall request a report on the grievance from the Superintendent and the Business Administrator and shall confer with the concerned parties. The Board of Education shall attempt to resolve the matter as quickly as possible, but within a period not to exceed thirty (30) days. The Board of Education shall communicate its decision in writing, along with supporting reasons, to the employee, the Superintendent and the Business Administrator. The decision of the Board of Education is final.

D. EXTRA TIME

1. All cafeteria employees will be paid regular hourly wages for any overtime involved requiring the need for cafeteria employees beyond the regular working hours if pertaining to school-related lunches.
2. Overtime pay will be paid on regular paydays, every other Friday.
3. Cafeteria workers will be requested to serve at banquets at an overtime rate of \$8.25 per hour in 1989-90 and \$8.75 in 1990-91 for non-school-related functions plus the annual sports banquet and scholastic achievement awards banquet regardless of the day of the week on which it falls. The Cafeteria Manager in charge of the banquet will be paid at her regular salary rate.
4. A worker assigned to the Manager's responsibilities for more than five (5) consecutive workdays will receive pay at the rate for that position for all time spent in that job in excess of the five (5) consecutive work days.
Note: Only full-time employees are eligible for this benefit.

E. SICK AND PERSONAL LEAVE

1. Each full-time employee is entitled to twelve (12) sick days leave and three (3) personal days leave (will not be granted on days directly preceding or following a holiday except in cases of approved emergency), five (5) personal days leave per occurrence for death in the immediate family and three (3) personal days leave for illness in the immediate family. Immediate family shall mean spouse, parent, child, brother, sister, grandparent, mother/father-in-law and other blood relatives living in household.

Unused personal days will be converted to available sick days. Sick leave may be accumulated in unlimited amount.

2. Any employee retiring or permanently leaving the District will be eligible for payment of \$15 per day for each day of accumulated sick leave over twenty-five (25) days.

H. OTHER CONDITIONS OF EMPLOYMENT

1. Physical examination and time test must be completed each year. Physical examination may be taken at Board expense through the school physician or at the employee's expense through his/her own physician. All physical examination forms must be returned prior to the beginning of the new school year. Time test will be given by the school nurse.
2. Substitute and three-hour per day employees will be considered first for any full-time opening that may occur.
3. Wearing apparel in the amount of \$110 for 1989-90 and \$130 for 1990-91 will be paid for all cafeteria employees. The amount of the wearing apparel allowance will be prorated for less than full-school-year employment. Uniforms for new full-time employees may be authorized by the Cafeteria Manager.

I. NEW EMPLOYEES

1. This agreement is to cover all employees within the cafeteria organization who were under contract during the 1986-87 school year. As new openings arise through either new positions or vacancies for existing positions, the new employees will be hired by the food service management organization under contract to the district and will not be hired under the conditions of this agreement. At no time will this procedure harm the existing employees; however, employees do have the opportunity of retiring from their current position and being rehired under the food service management organization if they so choose.
2. When a position becomes vacant, a current employee of the Board may move into the position for the purpose of increasing the amount of hours worked. If the newly advanced individual was not previously receiving health insurance benefits outlined in Item "F" above, s/he will not receive them as a result of the advance. If the individual was previously receiving health insurance benefits, s/he will continue to do so.

1990-91
SALARY GUIDES

CAFETERIA MANAGER

*\$10.90 per hour

*This rate will not be applicable in case of replacement of existing Manager. New salary rate would then be determined by the Board of Education.

Food Service Workers and Bookkeeper

<u>Step</u>	<u>Rate per Hour</u>
1	N.A.
2	N.A.
3	6.50
4	6.75
5	7.00
6	7.25
7	7.50
8	7.75
9	8.00
10	8.20
11	8.40
12.	8.60